CODE OF CONDUCT

Purpose

This Code of Conduct applies to all people and organisations participating in, representing, supporting or engaged by Hunter Homeless Connect Inc. in the delivery of its programs and events. This includes Committee Members, Coordinators, Volunteers, Contractors, Service Providers, Exhibitors, Partner Organisations and their representatives.

The Code sets clear, practical standards of behaviour to help ensure Hunter Homeless Connect Inc. programs and events are safe, respectful, inclusive and consistent with our purpose.

Participation in a Hunter Homeless Connect Inc. program or event is conditional upon complying with this Code of Conduct.

By participating, I agree to the requirements set out below.

Respect People

- Treat all people with dignity, courtesy, respect and compassion, regardless of their circumstances, background, beliefs or views.
- Be non-judgmental about cultural differences, living conditions, personal circumstances, lifestyles and choices.
- Contribute to a safe, welcoming and inclusive environment.
- Not engage in abusive, aggressive, threatening, intimidating, discriminatory, harassing or disruptive behaviour towards any client/guest, volunteer, service provider, sponsor, partner, contractor, staff member or other person.
- Respect that people may hold different political, religious, cultural or personal views. Differences of opinion must never result in personal attacks, harassment, intimidation, ridicule, abuse or aggressive behaviour.
- Not pressure, intimidate or attempt to coerce another person to accept or support my political, religious, cultural or personal beliefs.
- Recognise that people attending Hunter Homeless Connect Inc. programs and events may be experiencing vulnerability, trauma, distress or difficult personal circumstances, and interact with them respectfully, sensitively and without judgement.
- Respect personal boundaries and not photograph, film or record another person without appropriate consent.
- Respect the privacy and confidentiality of clients/guests and any confidential, proprietary or privileged information obtained through participation in Hunter Homeless Connect Inc. activities.

Take Personal Responsibility

- Be dependable and recognise the commitment and responsibility associated with my role.
- Only accept responsibilities consistent with my abilities, availability and role.
- Participate with an open mind and willingness to learn.
- Avoid actual, potential or perceived conflicts of interest and declare them to an appropriate Coordinator, Supervisor or, in the case of Committee Members, the Chairperson.
- Not behave in a way that may bring Hunter Homeless Connect Inc., its programs, events or participants into disrepute.

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Political Activity, Advocacy and Event Integrity

Hunter Homeless Connect Inc. programs and events exist to connect people with support, services and community. They are collaborative, non-partisan environments and must not be used as a platform for unrelated political campaigning, protest or advocacy.

When participating in a Hunter Homeless Connect Inc. program or event, I agree to:

- Not use the event to campaign for or against a political party, candidate, organisation, sponsor, partner or individual.
- Not undertake political campaigning, protest or advocacy unrelated to the agreed purpose of my participation.
- Not distribute, display or promote political or campaign material without prior approval from Hunter Homeless Connect Inc.
- Not target, confront, harass, intimidate or abuse another person because of their political views, affiliations, beliefs or organisational relationships.
- Respect the contribution and participation of sponsors, partners, service providers and other participating organisations, regardless of my personal or organisational views.
- Not cover, remove, alter, damage or interfere with Hunter Homeless Connect Inc. signage or the authorised signage, branding, displays or materials of another participant, sponsor or partner.
- Not use Hunter Homeless Connect Inc.'s name, branding, event imagery or my participation in an event in a way that suggests Hunter Homeless Connect Inc. endorses a political position, campaign or advocacy activity without prior written approval.
- Not use photographs, video, social media or other event content to target, criticise or campaign against another participant, sponsor or partner in a way that could reasonably imply Hunter Homeless Connect Inc.'s involvement or endorsement.

Nothing in this Code prevents an organisation from undertaking legitimate advocacy consistent with the service or information it has been invited to provide. However, participation must remain consistent with the collaborative, non-partisan and client-focused purpose of Hunter Homeless Connect Inc. programs and events.

Act Safely

- Not use, possess or be under the influence of alcohol or illegal drugs while carrying out activities on behalf of, or participating in an event delivered by, Hunter Homeless Connect Inc.
- Not engage in illegal activity.
- Wear clothing appropriate to the environment and free from offensive, objectionable or political material.
- Follow all applicable workplace and event safety requirements, including attending required orientations, using appropriate safety equipment and reporting accidents, injuries, hazards or unsafe situations.
- Immediately report behaviour or circumstances that may present a safety risk to a Coordinator, Supervisor or authorised event representative. Where appropriate, matters may also be referred to venue security or emergency services.

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Compliance and Consequences

All participants must comply with reasonable directions from Hunter Homeless Connect Inc. Committee Members, Coordinators and authorised event personnel relating to safety, behaviour and event operations.

A breach of this Code may result in a person being directed to cease the behaviour, remove inappropriate material, leave the event or program, or have their participation terminated.

Serious or repeated breaches may result in an individual or organisation being excluded from future Hunter Homeless Connect Inc. activities.

Where behaviour presents an immediate safety risk, Hunter Homeless Connect Inc. may take reasonable action necessary to protect clients/guests, volunteers, participants and others, including involving venue security or emergency services.

Terms of Agreement

By participating in Hunter Homeless Connect Inc. activities:

- I agree to comply with this Code of Conduct.
- I agree to carry out my role responsibly and to the best of my ability. Volunteers agree to fulfil their rostered commitments as directed by the Volunteer Coordinator/s.
- Where applicable, I will notify a Volunteer Coordinator, Supervisor or Committee Member as early as possible if I am unable to attend an agreed event, shift or meeting.
- I will not speak to the media or make public or social media comments on behalf of Hunter Homeless Connect Inc. about incidents or operational matters unless authorised to do so.